

**FOOD AND BEVERAGE
PLANNING GUIDE**
FINE FOOD AND CREATIVE MENUS
DESIGNED TO MAKE EVERY OCCASION A DELIGHT



Westford  Regency
Hotel & Conference Center

219 Littleton Road
Westford, Massachusetts 01886
Telephone 978-692-8200
Website: www.westfordregency.com

GENERAL INFORMATION

Group Function Food and Beverage Planning Guide

Menu Selections

Please submit your menu selections to the Sales/Catering Office two weeks in advance of the function date; otherwise, menu selections may be limited. In the event your attendance falls below the minimum guarantee, please be advised that you are responsible for full payment for your guarantee or actual attendance, whichever is greater. For two entrée selections with a plated meal, there will be an additional charge of \$1.75 per person added to the entrée with the lower count. For three entrée selections with a plated meal, there will be an additional charge of \$1.25 per meal to all prices.

Guarantees/Payment

A guarantee and payment for the exact number of guests for all banquet functions is required four business days prior to the function; otherwise, the highest estimated number will be used as the guarantee. The final guarantee is not subject to reduction.

Prices

All prices quoted are subject to change without notice. Prices may be confirmed 30 days prior to the function. Please consult with the Sales/Catering Office for our current pricing.

House Charge

A house charge of 20%, which includes gratuities, will be added to all food and beverage items. 8% of the house charge is taxable. A server fee of \$25.00 will be added to those meal functions with 25 or fewer guests.

Taxes

All prices quoted, unless otherwise noted, are subject to Massachusetts Sales tax, currently 6.25%.

Credit Arrangements

Billing privileges may be established only by completing a written credit application which must be submitted to the Sales/Catering Office at least two weeks prior to the date of the function. Without established billing privileges, all balances must be paid four business days prior to the date of the function. No service will be provided without an approved credit application or advance payment of all charges. Payment must be made in the form of cash, credit card, certified check or approved direct bill.

Beverages

The sale and service of alcoholic beverages is strictly regulated by the Massachusetts Alcoholic Beverage Commission. Alcoholic beverages brought into the function rooms must be provided by the Hotel.

Audio Visual

Audio Visual equipment is coordinated through the Sales/Catering Office. Equipment is rented through an outside vendor and requires advance notice for price quotes and guarantee of delivery. The Hotel does not provide security.

Display/Decorations

All displays and decorations proposed by the client shall be subject to the approval of the Hotel in each instance. The Hotel does not permit the affixing of anything to the walls, floors, light fixtures or ceilings in any room with materials other than those supplied by a representative of the Hotel. The Hotel prohibits the use of confetti or streamers of any type.

Please inform your sales manager if a person in your party has a food allergy.

MEETING BREAKS

MEETING PLANNERS SPECIAL

Pre-Meeting

Chilled Fruit Juices
Sliced Fresh Tropical Fruits
Bagels with Cream Cheese
Croissants, Fruited Breads, Muffins and Danish
Coffee, Tea and Decaffeinated Coffee

Mid-Morning

Coffee, Tea and Decaffeinated Coffee

Mid-Afternoon

Fresh Baked Cookies, Nutritional Bars and Walnut Fudge Brownies
Assorted Soft Drinks and Bottled Water
Coffee, Tea and Decaffeinated Coffee

\$17.50 Per Person

	Price Per Person
Coffee, Tea and Decaffeinated Coffee.	\$3.00
Assorted Soft Drinks.	\$2.50
Bottled Water.	\$2.75
Assorted Soft Drinks and Bottled Water.	\$2.95
Chilled Fruit Juices (we serve only fresh squeezed orange juice).	\$3.00
Coffee, Tea, Decaffeinated Coffee, Soft Drinks and Bottled Water	\$4.95
Croissants.	\$2.95
Fruited Breads.	\$3.00
Muffins.	\$3.00
Assorted Breakfast Pastries (Fruited Breads, Muffins, Croissants and Danish).	\$5.95
Assorted Bagels with Cream Cheese.	\$3.95
Sliced Fresh Tropical Fruits (Melons, Pineapple, Citrus and Strawberries).	\$3.95
Flavored Yogurts.	\$2.50
Fresh Baked Cookies.	\$2.50
Walnut Fudge Brownies.	\$2.25
Warm Soft Pretzels with Whole Grain Mustard.	\$1.95
Assorted Ice Cream Bars.	\$2.95
Trail Mix.	\$2.00

*Add 6.25% tax and 20% house charge (gratuity included) to the above quoted prices.
8% of the house charge is taxable. Please refer to the general information page for terms and conditions.*

SPECIALTY BREAKS

CONTINENTAL

Fruited Breads, Muffins, Danish and Croissants
Preserves and Creamery Butter
Chilled Fruit Juice
Coffee, Tea, and Decaffeinated Coffee
\$9.25 Per Person

Add Sliced Fresh Fruit
\$10.00 Per Person

Add Flavored Yogurts
\$10.00 Per Person

Add Sliced Fresh Fruit and Flavored Yogurts
\$10.75 Per Person

SEVENTH INNING STRETCH

Warm Soft Pretzels with Whole Grain Mustard
Assorted Ice Cream Bars
Cracker Jacks
Assorted Soft Drinks and Bottled Water
Coffee, Tea and Decaffeinated Coffee
\$9.45 Per Person

SNACK TIME

Fresh Baked Cookies
Fudge Brownies and Dessert Bars
Assorted Soft Drinks and Bottled Water
Coffee, Tea and Decaffeinated Coffee
\$8.45 Per Person

BACK TO NATURE

Sliced Fresh Fruits
Granola Bars
Mixed Nuts
Assorted Soft Drinks and Bottled Water
Coffee, Tea and Decaffeinated Coffee
\$8.45 Per Person

BACK TO BASICS

Nutritional Bars
Sliced Fresh Fruits
Flavored Yogurts
Chilled Fruit Juices
Assorted Soft Drinks and Bottled Water
Coffee, Tea and Decaffeinated Coffee
\$8.45 Per Person

SUNDAE BAR

Vanilla, Chocolate and Strawberry Ice Cream
Hot Fudge, Butterscotch and Strawberry Toppings
Chopped Nuts and Cherries
Chocolate Sprinkles and Whipped Cream
Assorted Soft Drinks and Bottled Water
Coffee, Tea and Decaffeinated Coffee
\$9.45 Per Person

TIME OUT

Cracker Jacks
Assorted Chips
Assorted Soft Drinks and Bottled Water
Coffee, Tea and Decaffeinated Coffee
\$5.45 Per Person

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PLATED BREAKFAST

(Served until 11:30am)

REGENCY BREAKFAST

Chilled Orange and Cranberry Juice

Scrambled Eggs

Fresh Fruit Garni

Choice of: Hickory Smoked Bacon or Farmhouse Country Sausage

Lyonnaise Potatoes

Basket of Fresh Breakfast Pastries and Fruited Breads

Fruit Preserves and Creamery Butter

Coffee, Tea and Decaffeinated Coffee

\$14.25 Per Person

WAFFLE HOUSE

Chilled Orange and Cranberry Juice

Fresh Seasonal Berries

Choice of: Belgian Waffles or French Toast

Choice of: Hickory Smoked Bacon or Farmhouse Country Sausage

Warm Vermont Maple Syrup

Basket of Fresh Breakfast Pastries and Fruited Breads

Fruit Preserves and Creamery Butter

Coffee, Tea and Decaffeinated Coffee

\$15.95 Per Person

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BREAKFAST BUFFET

(Served until 11:30am)

SUNRISE SPECIAL

(Minimum of 25 Adults)

Chilled Assorted Fruit Juices
Fresh Sliced Fruits
Assorted Flavored Yogurts
Scrambled Eggs
Hickory Smoked Bacon and Farmhouse Country Sausage
Lyonnais Potatoes
Freshly Baked Croissants, Muffins and Fruited Breads
Preserves and Creamery Butter
Coffee, Tea and Decaffeinated Coffee

\$15.25 Per Person

TOP OF THE MORNING

(Minimum of 25 Adults)

Chilled Assorted Fruit Juices
Fresh Sliced Fruits
Scrambled Eggs
Hickory Smoked Bacon and Farmhouse Country Sausage
Lyonnais Potatoes
Cinnamon Apple Crepes with Vanilla Bean Sauce
Choice of: Grand Marnier French Toast or Buttermilk Pancakes
Warm Vermont Maple Syrup
Freshly Baked Croissants, Muffins and Fruited Breads
Preserves and Creamery Butter
Coffee, Tea and Decaffeinated Coffee

\$17.50 Per Person

BREAKFAST ENHANCEMENTS

\$3.95 Per Person for each additional enhancement

****Omelette Station:** Prepared to order with a variety of cheeses and fillings.

****Belgian Waffles:** Prepared to order with Warm Vermont Maple Syrup,
Fresh Whipped Cream and Fruit Toppings.

*** Chef required, \$50.00 fee (1 Chef for every 75 people)*

A Server Fee of \$25.00 will be added to meals with 25 or fewer guests.

In the event that your attendance falls below the minimum guarantee, please be advised that you are responsible for full payment of your minimum guarantee or actual attendance, whichever is greater.

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BRUNCH

(Served until 3:00 pm)

THE REGENCY BRUNCH

(Minimum of 35 Adults)

Chilled Fruit Juices
Sliced Fresh Tropical Fruits
Hickory Smoked Bacon, Virginia Ham
Farmhouse Country Sausage
Scrambled Eggs
Lyonnais Potatoes
Fresh Baked Fruited Breads and Muffins
Croissants, Danish, Bagels with Cream Cheese
Preserves and Creamery Butter
Crisp Mixed Garden Salad and Pasta Salad
Chef's Selected Vegetable, Potato or Rice
Warm Rolls and Creamery Butter

(Choice of One)

Roast Sirloin Strip of Beef*
Stuffed Roast Loin of Pork with Fruited Dressing
Apple Brie Chicken with Boursin Sauce
Chicken Picatta
Baked Boston Haddock with Lemon Beurre Blanc
Seafood Pasta with Garlic Butter Sauce

Desserts

Fancy Cream Puffs, Éclairs and Assorted Pastries
Homemade Cookies and Brownies
Coffee, Tea and Decaffeinated Coffee

\$22.95 Per Person

THE WESTFORD BRUNCH

(Minimum of 35 Adults)

Chilled Fruit Juices
Sliced Fresh Tropical Fruits
Hickory Smoked Bacon, Virginia Ham
Farmhouse Country Sausage
Scrambled Eggs
Lyonnais Potatoes
Cinnamon Apple Crepes with Vanilla Bean Sauce
Fresh Baked Fruited Breads and Muffins
Croissants, Danish, Bagels and Cream Cheese
Preserves and Creamery Butter
Crisp Mixed Garden Salad and Pasta Salad
Chef's Selected Vegetable, Potato or Rice
Warm Rolls and Creamery Butter

(Choice of Two)

*Roast Sirloin Strip of Beef
Stuffed Roast Loin of Pork with Fruited Dressing
Chicken Cordon Bleu with Wild Mushroom Sauce
Chicken Saltimbocca with Vermouth Sauce
Baked Boston Haddock with Lemon Beurre Blanc
Seafood Pasta with Garlic Butter Sauce

Desserts

Fancy Cream Puffs, Éclairs and Assorted Pastries
Homemade Cookies and Brownies
Coffee, Tea and Decaffeinated Coffee

\$24.95 Per Person

BRUNCH ENHANCEMENTS

\$3.95 Per Person for each additional enhancement

****Omelette Station:** Prepared to order with a variety of cheeses and fillings.

****Belgian Waffles:** Prepared to order with Warm Vermont Maple Syrup,
Fresh Whipped Cream and Fruit Toppings.

**Carver Optional, \$50.00 fee (1 Carver for every 100 people)*

***Chef required, \$50.00 fee (1 Chef for every 75 people)*

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PLATED LUNCH

(Served 11:30am-2:00pm)

APPETIZERS

(Choice of One)

Crisp Mixed Green Salad
Classic Caesar Salad

New England Clam Chowder
Chef's Soup du Jour

ENTRÉES

Roast Sirloin Strip of Beef.....\$19.95

Char-Grilled, thin sliced then topped with a Brandied Mushroom Sauce and served with Fresh Broccoli Florets and Scalloped Potatoes

Stuffed Roast Loin of Pork.....\$18.95

Fruited Dressing with natural Pan Gravy, Jardinière of Carrots and Spun Potatoes

Roast Breast of Vermont Turkey.....\$17.95

Whipped Potatoes, Broccoli Florets, Fruited Dressing, Giblet Gravy and Cranberry Sauce

Pan Seared Breast of Chicken Marsala or Picatta.....\$17.95

Choice of Wild Mushroom Marsala Sauce or Lemon Beurre Blanc with Herbed Rice and Tender Asparagus

Stuffed Breast of Chicken: (Choice of one).....\$18.95

Chicken Cordon Bleu with Wild Mushroom Sauce

Chicken Saltimbocca with Vermouth Sauce

Apple Brie Chicken with Boursin Sauce

(all served with Herbed Rice Pilaf and Blue Lake Whole Green Beans with Julienne Carrots)

Baked Boston Haddock.....\$19.95

Fresh daily catch with our Seasoned Crumb Topping, Lemon Beurre Blanc, Rice Pilaf and sautéed Blue Lake Whole Green Beans with Julienne Carrots

Manicotti Pomodoro.....\$17.50

Stuffed with Creamy Ricotta then baked with Mozzarella and Asiago cheeses topped with a Pomodoro Sauce and served with Broccoli Florets and Garlic Bread

DESSERTS

(Choice of One)

Granny Smith Apple Pie
Marbled Cheesecake with Raspberry Coulis

Walnut Fudge Brownie with Vanilla Bean Ice Cream
Tuxedo Chocolate Mousse Cake

Entrées Include a choice of one Appetizer and one Dessert as well as

Warm Rolls with Creamery Butter

Coffee, Tea, Decaffeinated Coffee and Assorted Soft Drinks

A Server Fee of \$25.00 will be added to meals with 25 or fewer guests.

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LUNCHEON BUFFET

(Served 11:30am to 2:00pm)

DELI LUX BUFFET

(Minimum of 35 Adults)

Soup du Jour

Crisp Mixed Garden Salad, Savory Cole Slaw and
Red Bliss Potato Salad

Deli Selections: Genoa Salami, Spicy Cappicola,
Honey Glazed Ham, Roast Breast of Turkey,
Corned Beef and Albacore Tuna Salad,
Assorted Cheeses

A Variety of Rolls and Breads, Lettuce,
Vine Ripe Tomatoes, Garlic Pickles and Olives

Choice of One: Sweet Sausage and Peppers,
Philly Cheese Steak or Fajita Chicken

Dessert: Assorted Cheesecakes

\$19.95 Per Person

EXECUTIVE BUFFET

(Minimum of 35 Adults)

Soup du Jour

Sliced Fresh Tropical Fruits

Crisp Mixed Garden Salad

Warm Rolls with Creamery Butter

(Choice of Two)

Baked Boston Haddock with Lemon Beurre Blanc

Baked Stuffed Haddock with Lobster Sauce

Apple Brie Chicken with Boursin Sauce

Stuffed Roast Loin of Pork with Fruited Dressing

Roast Sirloin Strip of Beef with Brandied Mushroom Sauce

Porcini Mushroom Ravioli with Creamy Herb Sauce

Chef's Selected Potato or Rice and Vegetable

Dessert: Fancy Cream Puffs and Éclairs

Make Your Own Strawberry and Peach Shortcake

\$20.95 Per Person

ITALIAN BUFFET

(Minimum of 35 Adults)

Minestrone Soup

Caesar Salad and Antipasto di Casa

Warm Rolls and Creamery Butter

Focaccia Bread

Choice of: Chicken Picatta, Marsala or Parmigiana

Stuffed Shells Formaggio with Marinara Sauce

Chef's Selected Vegetable

Dessert: Tiramisu and Cannolis

\$20.95 Per Person

SANTA FE BUFFET

(Minimum of 35 Adults)

Texas Three Alarm Chili with Monterey Jack Cheese

Marinated Chicken Fajitas with Sautéed Onions and Peppers

Served with warm Tortillas, Salsa, Shredded Lettuce,

Diced Tomatoes, Guacamole and Sour Cream

Southwest Salad with Avocado and Cilantro Dressing

Whitefish Veracruz baked with Fresh Tomatoes,

Onions and Cilantro

Spanish Rice and Refried Black Beans

Southwest Vegetable

Dessert: Dulce de Leche Churros and

Strawberry Layer Cake

\$20.95 Per Person

ASIAN BUFFET

(Minimum of 35 Adults)

Wonton Soup

Asian Salad

Pineapple Fried Rice

Chicken and Broccoli with Black Bean Sauce

Pad Thai Noodles

Vegetable Stir Fry

Dessert: Fortune Cookies and Strawberry Layer Cake

\$20.95 Per Person

Luncheon Buffets are served with Coffee, Tea, Decaffeinated Coffee and Assorted Soft Drinks

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MINI LUNCHEON BUFFET

(Served 11:30am to 2:00pm)

NEW YORK EXPRESS DELI

(Minimum of 15 and Maximum of 35 Adults)

Crisp Mixed Garden Salad, Potato Salad and Cole Slaw

Roast Breast of Turkey and Honey Glazed Ham

Tuna Salad

Swiss and Provolone Cheese

Assorted Rolls and Breads

Garlic Pickles, Lettuce, Tomatoes and Condiments

A variety of Chips

Dessert: Cheesecake

\$17.50 Per Person

PIZZA AND PASTA BUFFET

(Minimum of 15 and Maximum of 35 Adults)

Caesar Salad

Minestrone Soup

Warm Rolls and Creamery Butter

Vegetable Lasagna with Herbed Alfredo Sauce

Pizza: Spinach with Garlic and Cheese, Roasted Vegetables
with Fresh Mozzarella and Pepperoni with Cheese

Dessert: Biscotti and Tiramisu

\$18.50 Per Person

JUNIOR EXECUTIVE BUFFET

(Minimum of 15 and Maximum of 35 Adults)

Crisp Mixed Garden Salad

Soup du Jour

Warm Rolls with Creamery Butter

Chicken Picatta or Marsala

Vegetable Lasagna Marinara

Chef's Selected Potato or Rice and Vegetable

Dessert: Assorted Cakes and Pies

\$18.50 Per Person

Luncheon Buffets are served with Coffee, Tea, Decaffeinated Coffee and Assorted Soft Drinks

A server fee of \$25.00 will be added to meals with 25 or fewer guests.

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BOXED LUNCHES

(No Minimum Requirements)

ITALIAN ASIAGO

Imported Cappicola, Genoa Salami, Sharp Provolone, Red Onion, Tomatoes on a fresh baked Asiago Roll.

VEGETARIAN WRAP

Grilled Portabella, Zucchini, Red Peppers, Tomatoes, Avocados and fresh Mozzarella in a Tomato Wrap.

ROAST TURKEY AND BACON

Slow Roasted Breast of Turkey, Smokehouse Bacon, Tomatoes, crisp Lettuce with Boursin Cheese nestled on a fresh Croissant.

FRESH TUNA SALAD

Albacore Solid White Tuna Salad, crisp Lettuce and Tomatoes nestled on a fresh baked Kaiser Roll.

HAM AND RYE

Slivered Lean Virginia Ham, crisp Lettuce and Tomatoes layered on our best Deli Marbled Rye.

CHEF SALAD

Crisp Salad Greens, Tomatoes, English Cucumbers, Red Onions, Hard Cooked Eggs, Broccoli, Smokehouse Bacon, Ham, Roasted Turkey and Swiss Cheese served with a French Roll.

All our Boxed Lunches include Condiments, a fresh piece of Whole Fruit, our Bakery Fresh Cookies, a bag of Chips and Soft Drink or Spring Water

\$18.25 Per Person

May also be served plated.

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PLATED DINNER

APPETIZERS AND SOUPS

(Choice of One)

Fresh Tropical Fruit Medley
Casco Bay Lobster Bisque
New England Clam Chowder
French Onion Soup Gratinee

SALADS

(Choice of One)

Crisp Mixed Garden Salad
Caesar Salad
Baby Spinach and Fresh Mozzarella
with Hot Bacon Dressing

ENTRÉES

(Price Per Person)

Prime Rib of Beef, au jus with Creamed Horseradish	\$35.95
Roast Sirloin Strip of Beef with Brandied Mushroom Sauce	\$30.95
Roast Tenderloin of Beef with Madagascar, Bearnaise or Brandied Mushroom Sauce	\$37.95
Surf and Turf with Roast Tenderloin of Beef with Bearnaise Sauce and Baked Stuffed Shrimp	\$36.95
Broiled Nantucket Swordfish with Piquant Butter	\$31.95
Baked Stuffed Panamanian Shrimp (5)	\$28.95
Broiled Fresh Eastern Salmon with Dill Butter or Bearnaise	\$29.95
Baked Stuffed Haddock with Lobster Sauce	\$29.95
Baked Boston Haddock with Lemon Beurre Blanc	\$29.95
Chicken Saltimbocca with Vermouth Sauce	\$27.95
Chicken Cordon Bleu with Wild Mushroom Sauce	\$27.95
Apple Brie Chicken with Boursin Sauce	\$27.95
Chicken Picatta	\$25.95
Chicken Marsala	\$25.95
Roast Breast of Vermont Turkey, Fruited Dressing, Giblet Gravy and Cranberry Sauce	\$25.95
Sweet Basil and Smoked Mozzarella Ravioli with a Creamy Pesto Sauce	\$23.95
Baked Vegetable Tart	\$25.95

DESSERTS

(Choice of One)

Warm Apple Pie with Vanilla Ice Cream
Marbled Cheesecake with Raspberry Coulis
Frozen Mud Pie with Mocha Sauce

Tiramisu
Tuxedo Chocolate Mousse Torte
Choice of Ice Cream: Black Raspberry
Vanilla Bean, Chocolate or Strawberry

Entrées include choice of one Appetizer or Soup, one Salad and one Dessert as well as Chef's Selected Vegetable and Potato or Rice, Warm Rolls with Creamery Butter Coffee, Tea and Decaffeinated Coffee

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DINNER BUFFET

(Minimum of 50 Adults)

SALADS

Fresh Sliced Tropical Fruits
Crisp Mixed Garden Salad
Caesar Salad
Cobb Salad
Warm Rolls with Creamery Butter

ENTRÉES

*Roast Prime Rib of Beef au jus (\$2 pp additional)
*Roast Sirloin Strip of Beef with Brandied Mushroom Sauce
Stuffed Roast Loin of Pork with Fruited Dressing
Chicken Picatta
Chicken Marsala
Apple Brie Chicken with Boursin Sauce
Chicken Cordon Bleu with Wild Mushroom Sauce
Baked Stuffed Haddock with Lobster Sauce
Seafood Pasta with Garlic Butter Sauce
Char-grilled Fresh Eastern Salmon with Dill Butter
Baked Boston Haddock with Lemon Beurre Blanc

VEGETABLES

(Choice of two)

Steamed Fresh Vegetable Medley
with Herbed Butter
Blue Lake Whole Green Beans Amandine
Snow Peas with Wild Mushrooms
Zucchini Lyonnaise with Toasted Almonds

POTATOES

(Choice of one)

Herbed Baby Red Potatoes
Whipped Potatoes
Au Gratin Potatoes
Scalloped Potatoes
Regency Herbed Rice Pilaf

DESSERTS

Marbled Cheesecake with Raspberry Coulis
Tuxedo Chocolate Mousse Torte
Assorted Mini Tarts, Squares and Pastries

Choose Two Entrées
\$30.95 Per Person

Choose Three Entrées
\$33.95 Per Person

Dinner Buffets are served with Coffee, Tea and Decaffeinated Coffee

** Carver is Required, \$50.00 Fee (1 Carver for every 100 people)
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SUMMER FUN

NEW ENGLAND CLAMBAKE

(Minimum of 35 Adults)

New England Clam Chowder
Crisp Mixed Garden Salad
Baby Red Potato Salad
Macaroni and Smoked Ham Salad
Warm Rolls and Creamery Butter
Fresh Ipswich Steamers with Natural Broth and Melted Butter
Wood Grilled Barbeque Chicken
Native Butter and Sugar Corn on the Cob
*Boiled Live Native Casco Bay Lobsters
Warm Cinnamon Apple Pie, Maine Blueberry Pie
Seedless Summer Watermelon
Iced Lemon Tea, Soft Drinks and Lemonade
Coffee, Tea and Decaffeinated Coffee

Without Lobster \$29.95
1 Pound Lobster.....Market price per person
1 1/4 Pound Lobster.....Market price per person
1 1/2 Pound Lobster.....Market price per person

**One Lobster Per Person*

THE REGENCY COOKOUT

(Minimum of 35 Adults)

Crisp Mixed Garden Salad
Baby Red Potato Salad
Macaroni and Smoked Ham Salad
Wood Grilled Hamburgers and Hot Dogs
Bourbon Glazed Barbeque Baby Back Ribs
Assorted Grilled Summer Sausages with Peppers and Onions
Spicy Barbeque Chicken
Native Butter and Sugar Corn on the Cob
Condiments: Sliced Tomatoes, Red Onions, Garlic Pickles, Olives,
Whole Grain Mustard, Mayonnaise and Relish
Warm Cinnamon Apple Pie, Maine Blueberry Pie
Iced Lemon Tea, Soft Drinks and Lemonade
Coffee, Tea and Decaffeinated Coffee

\$27.95 Per Person

*Chef required, \$50.00 Fee for all Tent Events. (1 Chef for every 75 people)
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RECEPTION

COLD HORS D'OEUVRES

International Cheeseboard

A Variety of Domestic and Imported Cheeses

Small (Serves 50 People)..... \$150.00

Medium (Serves 100 People)..... \$300.00

Large (Serves 150 People) \$400.00

Old World Antipasti

An Array of Imported Delicacies

Medium (Serves 50 People)..... \$200.00

Large (Serves 100 People) \$400.00

Vegetable Crudité

A Lavish Display of Crisp Garden Vegetables and Various Dips

Small (Serves 50 People)..... \$110.00

Medium (Serves 100 People)..... \$220.00

Large (Serves 150 People) \$300.00

Tropical Fruit Display

A Wide Variety of Fresh Tropical Fruits

Medium (Serves 50 People)..... \$150.00

Large (Serves 100 People) \$300.00

Regency Cold Canapes

(Per 100 Pieces) **\$195.00**

Spanish Tapas

Seasoned Pita Points, Hummus, Guacamole

Calamata Tapenade and Cheddar Dip

(Serves 100 People) **\$175.00**

Prosciutto Wrapped Asparagus

(Per 100 Pieces) **\$185.00**

Prosciutto Wrapped Melon

(Per 100 Pieces) **\$185.00**

Jumbo Panamanian Shrimp

Served with Traditional Cocktail Sauce

(Per 100 Pieces) **\$330.00**

Raw Bar (Per 100 Pieces)

Fresh Wellfleet Oysters Mkt Price

Nantucket Little Necks Mkt Price

(Shucker required, \$35.00 fee for more than 200 pieces)

HOT HORS D'OEUVRES

(Per 100 Pieces)

Goat Cheese and Spinach Flatbreads..... \$200.00

Select Mushrooms Stuffed with

Seafood..... \$200.00

Spinach and Feta \$200.00

Peking Vegetable Dumplings, Ginger Sauce... \$175.00

Thai Spring Rolls, Duck Sauce..... \$175.00

Teriyaki Beef Skewers \$225.00

Crab Rangoons \$175.00

Coconut Shrimp..... \$275.00

Mushroom Wellington..... \$200.00

Quesadilla Trumpets \$225.00

Scallops Wrapped in Bacon \$285.00

Maryland Crab Cakes, Mustard Sauce..... \$285.00

Scandinavian Meatballs \$160.00

Cocktail Franks, Whole Grain Mustard \$160.00

Spanikopita \$185.00

Chicken Saltimbocca..... \$200.00

Chicken Sate in Peanut Sauce..... \$200.00

Beef Empanades with Guacamole..... \$185.00

**CARVING STATION

Roast Top Round Beef

(Serves 50 People)..... **\$195.00**

Glazed Virginia Ham

(Serves 40 People)..... **\$200.00**

Roast Young Vermont Turkey

(Serves 25 People)..... **\$150.00**

Steamship Round of Beef

(Serves 150 People)..... **\$650.00**

Roast Beef Tenderloin

(Serves 25 People)..... **\$200.00**

Roast New York Sirloin Strip

(Serves 30 People) **\$210.00**

Roast Loin of Pork

(Serves 25 People) **\$160.00**

Roast Rib Eye of Beef

(Serves 30 People) **\$300.00**

The above carving station items are served with assorted rolls, condiments and appropriate garnishes.

*** Carving attendant is required, \$50.00 fee (1 carver for every 100 people)*

Specialized Ice Carvings are available from \$200.00

Add 6.25% Massachusetts tax and 20% house charge (gratuity included) to the above quoted prices.

8% Of the house charge is taxable. Please refer to the general information page for terms and conditions.

Westford Regency Hotel and Conference Center, 219 Littleton Road, Westford, Massachusetts 01886

www.westfordregency.com

(978) 692-8200

info@westfordregency.com

VIP HORS D'OEUVRES RECEPTION

(Minimum of 35 Adults)

Coconut Shrimp

Large Gulf Shrimp, Dipped in a Coconut Butter, Rolled in Coconut Flakes. Deep Fried to a Golden Brown.

Beef Empanadas

Beef, Spices and Cheese in a Corn Meal Wrapper.

Chicken Sate in Peanut Sauce

Chicken Tenderloins in a Blend of Peanuts and Thai Spices. Served in a Spicy Peanut Cream Sauce.

Bacon Wrapped Scallops

Fresh Sea Scallops wrapped with Hickory Smoked Bacon

Quesadilla Trumpets

A Blend of Monterey Jack Cheese, Red, Green and Yellow Peppers, Rolled in a Tortilla and Deep Fried.

Spinach and Goat Cheese Focaccia

Fresh Spinach and Goat Cheese Nestled on Flat Bread

Antipasti di Casa

An Array of Imported Italian Cheeses, Meats, Roasted and Marinated Vegetables

International Cheeseboard

A Lavish Display of Imported Farmhouse Cheeses and fresh Fruit Garni

Vegetable Crudite

An Elaborate Presentation of fresh Garden Vegetables and Savory Dips

\$29.95 Per Person

Served and Displayed for One and a Half Hours

In the event that your attendance falls below the minimum guarantee, please be advised that you are responsible for full payment of your minimum guarantee or actual attendance, whichever is greater. Add 6.25% Massachusetts tax and 20% house charge (gratuity included) to the above quoted prices. 8% of the house charge is taxable. Please refer to the general information page for terms and conditions.

BEVERAGE MENU

Cocktail Waitress \$75.00

Maximum of 24 guests

Bartender Fee \$75.00

Minimum of 25 guests - One Bartender per 125 Guests

(Waived if bar exceeds \$500.00 per bartender)

Bar selections

House Brands - \$5.75
Call Brands - \$6.00
Premium Brands - \$7.00-\$8.00
Top Shelf - \$8.50-\$12.00
Mimosa Punch \$50.00 (per gallon)
Bloody' Mary's \$65.00 (per gallon)
Soda \$2.00
Juice \$2.00

Domestic Beer \$5.00 (Bud, Bud Light)
Imported Beers \$6.00 (Sam Adams, Heineken)
Non-alcoholic Beer \$5.00 (O'Douls)
House Wine \$6.00
Champagne Punch - \$50.00 (per gallon)
Fruit Punch - \$40.00 (per gallon)

Wine Selections

Bar Selections
Woodbridge by Mondavi
featuring
Cabernet Sauvignon
Merlot
Chardonnay
White Zinfandel
Pinot Grigio

Table Wines
Concha y Toro, Frontera
featuring
Cabernet Sauvignon
Merlot
Chardonnay
Woodbridge, Mondavi White Zinfandel
Morasutti, Pinot Grigio

Premium Varietals - please ask your function planner to see our extended wine list.

Sparkling Wine

Roger Brut Champagne or Non-Alcoholic Sparkling Cider

All prices are per person.

*Add 6.25% Massachusetts tax and 20% house charge (gratuity included) to the above quoted prices.
8% of the house charge is taxable. Please refer to the general information page for terms and conditions.*

AUDIO VISUAL EQUIPMENT RENTAL PRICING SHEET

LCD DATA PROJECTION

Basic Data Projector Package	\$275.00
- XGA 1024 X 768 (2000 + Lumens)	
- 10'x10' Cradle Screen	
Basic Data Projector	\$225.00
- XGA 1024 X 768 (2000 + Lumens)	
- 10'x10' Cradle Screen	

VIDEO EQUIPMENT

VHS Camcorder w/Tripod	\$125.00
SVHS Camcorder w/Tripod	\$225.00
VHS Video Player/Recorder	\$ 65.00
DVD Player	\$ 75.00
27" Video Monitor	\$100.00

COMPUTER ACCESSORIES

Wireless Mouse	\$ 25.00
25' VGA Cable (m-f extension)	\$ 25.00
50' VGA Cable (m-f extension)	\$ 50.00
Laptop Computer	CALL
Wireless Remote	\$ 30.00
Mini Cable	\$ 25.00
VGA-DA	\$50.00

SOUND SYSTEMS

Be heard with speakers and amplifiers of appropriate size for your event.
Includes (1) microphone

System A for up to 150 people	\$150.00
(One powered speaker on stand Additional companion speaker w/stand)	

AUDIO EQUIPMENT

Table/Podium/Floor Microphone	\$ 25.00
Wireless Lavalier Microphone	\$100.00
Wireless Handheld Microphone	\$100.00
4 – Channel Microphone Mixer	\$ 40.00
6 – Channel Microphone Mixer	\$ 60.00
8 – Channel Microphone Mixer	\$ 75.00
16 – Channel Microphone Mixer	\$120.00
Compact Disc Player/ Cassette Player	\$ 40.00

ACCESSORIES

Flipchart w/ Markers	\$ 25.00
3' X 4' Whiteboard	\$ 25.00
4' X 6' Whiteboard	\$ 35.00
Laser Pointer	\$ 10.00
Display Easel	\$ 15.00
Extension Cord	\$ 7.50
Power Strip	\$ 7.50

PROJECTION SCREENS

Tripod and cradle screens include 25' power cord and power strip

6' X 6' Tripod Screen	\$ 40.00
8' X 8' Tripod Screen	\$ 50.00
10' X 10' Cradle Screen	\$ 90.00

Fast Fold screens come with either front or rear fabric and dress kit

- 6' X 8' Fastfold Screen	\$125.00
- 7' X 10' Fastfold Screen	\$150.00

COMMUNICATION TOOLS

High Speed Internet Access	\$ 99.00
Analog Line	\$ 20.00
Polycon Phone	\$ 75.00
Wireless Hub	\$ 25.00

INSTALLATION & LABOR

Larger shows require set-up labor. Half day minimum (up to 5 hours), standard rates apply between 7:00am – 5:00pm Monday – Friday

Technician, 1/2 Day	\$250.00
Technician, Full Day	\$550.00
Technician, Weekend 1/2 Day	\$337.50
Technician, Weekend Full Day	\$675.00
Labor, Installation fee (min)	\$ 120.00